

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology and Support

Section/Unit: Asset Services Section
Property and Vehicle Management Unit

Schedule Use: Department Wide

Schedule No.: 94-0028 **Admin. Chg. Date:** 10-15-97

Record Series Title: ANNUAL EQUIPMENT INVENTORY REPORT FILES

Description: Documents relating to ensuring the accountability and lawful disposition of all non-expendable property owned by the Department.

Included are: Inventory Verification Notifications, Equipment Status Change Form (Form 5086) and Property System Location / Organization Reports.

File Arrangement: By county name.

Retention/Disposition Instructions:

Cut off files at end of each fiscal year as follows:

1) ASSET SERVICES SECTION

Hold in current files area for 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONAL ENTITIES

Maintain in current files area until all audits have been completed, program questions have been answered and longer needed for reference, then destroy.

Confidential: No - Open Record

Supersedes: 76-176 to 179 inclusive; and 90-010 to 90-011. 94-0028 (8-23-94).

97-258
(a:94-0028)

970922-04

STATE RECORDS COMMITTEE
Approval Signature Sheet
Records Retention Schedule
Application #931216-03

Sheet 5 of 5

Schedule Number: 94-0028

Effective Date: 08/23/94

Supersedes Schedule Number: 90-0011

Effective Date: 07/13/90

and

Superseded Schedule Number: 76-0012

Effective Date: 02/09/76

and is an

Exception to Statewide Common Schedules Number: 76-176 through 76-179

Effective Date: 05/24/76

Creating Agency: Department of Human Resources
Budget Services/Office of Support Services
Material Management Section
Transportation/Equipment Unit

Series Title: Annual Equipment Inventory Files.

Dates Covered: 1991 - [ongoing]

Access: Open.

Disposition

Instructions:

Material Management Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer to local holding area, or to State Records Center, and
hold four (4) years.

Destroy.

All Other DHR Entities:

Cut off file at end of fiscal year.

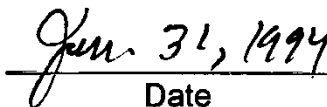
Maintain in current files area until all audits and program
questions have been answered and the file is no longer
needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition
instructions for the records series described in the attached records retention schedule
application.



Edward Weldon
Secretary of State Designee


Date